

Sullivan County, NH Job Description

Position: Director of Community Health and Substance Misuse Prevention
Greater Sullivan County Public Health Network

Nature of Position: Subject to funding through Department of Health and Human Services and/or other public or private agencies, the Director of Community Health and Substance Misuse Prevention administers Sullivan County's contract with the State of NH Department of Health and Human Services (current contract effective July 1, 2015-June 30, 2017).

Summary of Duties: Reporting to County Manager, this position is responsible for performing and/or ensuring performance of deliverables under the DHHS contract, including but not limited to: implementation of regional strategic plan for substance misuse prevention and related health promotion; development of regional public health emergency response capabilities in accordance with the Center for Disease Control and Prevention's standards; and compliance with the scope of services of the DHHS contract, including budget oversight. Oversees development of Public Health Advisory Council and Community Health Improvement Plan. Connects and coordinates with external substance use and public health services within the region. Seeks partnerships with organizations in all sectors to implement comprehensive public health and prevention strategies. Supervises staff and contractors working on contract deliverables, such as Public Health Advisory Council, Emergency Preparedness, Substance Misuse Prevention, Continuum of Care and School-Based Influenza programs.

Position Functions & Duties:

- Manage and implement contract with the State of NH Department of Health and Human Services, including obligations related to Emergency Public Health Preparedness, School-Based Vaccinations Clinics, Substance Misuse Prevention, and regional Public Health Advisory Council.
- Plan, organize, direct and coordinate public health emergency preparedness within the Greater Sullivan County region, as well as promote and develop public and private partnerships that support and help build the public health infrastructure in the region. Establish annual priorities to strengthen the capabilities within the region to prepare for and respond to public health emergencies and implement substance misuse prevention and related health promotion activities.
- Support the Region's substance misuse prevention, intervention and treatment initiatives, including supervising staff working on Substance Misuse Prevention and Continuum of Care functions.
- Convene and support Public Health Advisory Council and its Executive Board to enable informed decisions and recommendations for the Community Health Improvement Plan. Communicate with sector leaders to provide awareness of and encourage participation in the Public Health Advisory Council. Identify networking opportunities with on-going and other public health concerns that will enhance the regional public health network.

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- Work with community stakeholders, Continuum of Care Coordinator, Public Health Advisory Council, and existing coalitions, using ACPIE model and prevention and treatment theory and practice to guide infrastructure development and maintenance and to integrate substance abuse related objectives with overarching behavioral health and health care systems.
- Serve as primary point-of-contact with the NH Department of Health and Human Services, Division of Public Health Services and Bureau of Drug and Alcohol Services for the Public Health Advisory Council, Emergency Preparedness and Substance Misuse Prevention functions. Maintain communication with other Regional Public Health Emergency Preparedness Networks, including attending regularly scheduled meetings, usually in Concord.
- Perform research and assessments on public health threats and health risk behaviors; recommend and design community health intervention and prevention strategies; support and implement program evaluation activities and incorporate findings to refine and improve program effectiveness.
- Network and collaborate with key community stakeholders in all sectors, such as health officers, community leaders, emergency management directors, fire department officers, law enforcement officers and school administrators; work with local Select Boards and Emergency Management Directors to periodically review and assure compatibility of local Emergency Operation Plans for public health emergencies and events.
- Review, evaluate and update, on a periodic basis, the region's preparedness plans such as Points of Dispensing and Multi-Agency Coordinating Entity plans.
- Oversee contracts for Medical Reserve Corps and School-Based Immunizations.
- Collaborate with regional partners to collect, analyze and disseminate data about the health of the region.
- Ensure oversight to carry out the regional three-year strategic plan and coordination of the SPF and other processes as described in this RFP and mapped out within the BDAS Regional Network System Logic Model. Submit updated or revised strategic plans for approval prior to implementation.
- Supervise submission of monthly, quarterly, and annual reports as required by DHHS and BDAS. Coordinate evaluation efforts conducted by the Center for Excellence, (e.g. PARTNER Survey, annual environmental measure, and other surveys as directed by BDAS).
- Supervise management of budget, confer with County Manager and Commissioners' Office staff on grant billing, allocations and coding. Ensure close out reports for all grants managed under the Public Health Network contract.

Minimum Qualifications: Master's Degree in Public Health or related field from an accredited college or university and at least five years of progressive management experience in public health programs and substance misuse prevention. Also must have or have ability to obtain

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Certified Prevention Specialist (CPS) status within one year of hire. Must demonstrate excellent management and supervisory skills and ability to build community relationships.

Licenses and Certifications: Motor Vehicle Operator

Knowledge, Skills, and Abilities: Effective oral and written communication skills; ability to establish positive relationships; ability to interact effectively with all individuals and groups; ability to exercise discretion and independent judgment on a regular basis and to resolve problems and develop alternatives and recommendations. Ability to recognize County & organizational priorities and work cooperatively to support their accomplishment. Ability to organize work, set priorities, meet deadlines, and follow-up on assignments with a minimum of direction. Ability to establish and maintain effective working relationships with County employees, officials, outside agencies, and the general public. Ability to read and interpret policies, laws, rules, regulations, documents and reports.

Mental and Physical Abilities to: Use independent judgment as necessary to ensure the accurate and efficient completion of work. Solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Define problems, collect information, establish facts, draw valid conclusions, and anticipate the consequences and/or respond to actions taken. Establish and maintain effective working relationships with others. Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping. Occasionally lift light objects. Work is generally performed in an office environment. Equipment used includes personal computers and office machines.

Job Environment: Work at this level involves both standard and non-standard practices and procedures that may require the incumbent to analyze and evaluate facts and circumstances. Incumbent is expected to process and handle a number of details with accuracy and completeness. In most instances, standard practices and general work applications govern the work activity of the incumbent, but are not always clearly applicable. The incumbent is expected to use judgment in selecting the appropriate course of action, and normally the choice is among available alternatives. Requires occasional travel to off-site locations.

Environmental/Working Conditions: This is a full-time position. The work schedule may vary with need and may include evening and weekend hours.